

CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY		MONTH	
		MARCH 1965	
ACCESSIONING, DISPOSITION, HOLDINGS			
ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	89	610	
2. RECORDS ACCESSIONED	547	4,889	94,982
3. RECORDS DISPOSED OF AT CENTER	291	1,715	16,560
4. RECORDS TRANSFERRED FROM CENTER	172	1,446	25,044
5. RECORDS HOLDINGS	53,378		
6. INTELLIGENCE REPORTS RECEIVED	231	2,804	50,932
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	809	3,971	20,392
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	54	754	11,947
9. INTELLIGENCE REPORTS HOLDINGS	18,593		
10. VITAL RECORDS RECEIVED	86	1,271	12,479
11. VITAL RECORDS DISPOSED OF AT CENTER	14	267	2,194
12. VITAL RECORDS TRANSFERRED FROM CENTER	16	368	1,021
13. VITAL RECORDS HOLDINGS	9,264		
14. ARCHIVES ACCESSIONED	13	1,049	2,729
15. ARCHIVES DISPOSED OF AT CENTER	0	8	8
16. ARCHIVES TRANSFERRED FROM CENTER	0	1	21
17. ARCHIVES HOLDINGS	2,700		
18. TOTAL HOLDINGS *	83,935		
REFERENCE SERVICES			
SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	5,081	37,023	574,094
20. INFORMATIONAL REQUESTS	778	4,729	21,293
21. ARCHIVAL DOCS.	28	184	
22. INTELLIGENCE REPORTS	6,199	41,304	
23. VITAL RECORDS	96	3,218	
24. TOTAL	12,182	86,458	
25. NO. OF PAGES REPRODUCED	216	1,666	
ITEMS RECEIVED			
ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
26. INTELLIGENCE REPORTS	77,165	666,100	
A. INITIAL RECEIPT	73,812	637,612	
B. RETURNS	3,353	28,488	
27. ARCHIVAL DOCS.	583	1,937	
28. VITAL RECORDS	3,015	24,852	
29. TOTAL	80,763	692,889	
SHELVING UTILIZATION			
SPACE (Cubic feet)	REPORTING PERIOD		
30. TOTAL CAPACITY	97,880		
31. UTILIZED	81,296		
32. COMMITTED	0		
33. AVAILABLE	16,584		

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NARRATIVE SUPPLEMENT TO THE
CIA ARCHIVES AND RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR MARCH 1965

1. The Archives and Records Center accessioned 877 cubic feet of records from Headquarters components.
2. Disposition action was taken on 1,356 cubic feet of records. This is the third consecutive month that the Disposition actions have been more than the Accessions.
3. The total holdings of the Archives and Records Center now amounts to 83,935 cubic feet, of which 2,639 are in the Region #3 Federal Records Center.
4. There were 12,182 reference items furnished to the Agency and other USIB agencies. The reference work has increased for the third consecutive month and was 50 per cent more in March than it was in December. This increase in reference has caused a curtailment of some of the Archival work, retirement to the Federal Records Center and other programs.
5. A Request for 11 archival documents was received from the U.S. Army R&D Operations Research Advisory Group. This is the first time that CIA archives have been loaned to another agency.
6. Visitors:

DDI/OCR/MD	1	This person was assigned to the A&RC for 3 weeks to do a machine project on OCR records.
DDI/ORR	11	These were 11 senior officials of the ORR Geography Division and were given a complete briefing on the activities of the A&RC.
DDS/RAS	1	Review Records for possible destructions.

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DDS&T/OSI	3	Review & Rearrange Records
DDP/RID	2	Deposit Vital Records and refile Inactive Records
DDP/RID	3	Discuss policy pertaining to destruction of DDP Records
DDP/SR	2	Review Records and tour Archives & Records Center
DDS/RAS	1	Familiarization tour of Archives & Records Center.
DDS/RAS	1	Review Records to determine archival value.
DDP/FI	2	Review Records to determine value.

7. It was necessary to make two after-hours deliveries of urgently needed documents - one for DDP and one for Security.

8. It was necessary to investigate two after-hour ADT false alarms. One false alarm was caused by snow; the cause for the other was undetermined.

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